



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MA 01519

2023 SEP 12 AM 11:53

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## Library Planning and Building Committee MINUTES

Remote meeting / Zoom only- Monday, August 7, 2023 6:00p.m.

**In attendance:** Mary Fritz, Chair; Beth Schreiber, Library Director; John Stephens, Historic District Commission representative; Doug Bowman, Board of Library Trustees; and Andy Jefferson, Select Board liaison.

**Guests:** Ron Paolillo, DRA

**Excused:** Lisa Rice, member at large; Julie Grace; Co-Chair.

**Absent:** Prabhu Venkataraman, Planning Board liaison.

**Call to Order:** Chair Mary Fritz called the meeting to order at 7:05 p.m. The meeting was available on Zoom. Roll call was taken.

The meeting was conducted remotely and the Zoom meeting link was provided to the public.

### Review and approve minutes

- Doug Bowman made a motion to approve the June 5, 2023 minutes, seconded by Andy Jefferson. Motion passed.

### Review and approve bills

- Doug made a motion to pay DRA in the amount of \$296.60 for professional services for the month of May 2023, seconded by Andy. Motion passed. Of note, this is the final bill due to DRA!
- John Stephens made a motion to pay APA HVAC Technologies in the amount of \$7,180.00 for a Condair commercial humidifier. Doug seconded. A discussion was held around what areas and materials it covers (218). Motion passed.
- Doug made a motion to pay HSI in the amount of \$340.00 for key cores for the Teen Maker Space and Presentation Area doors. John seconded, motion passed.
- John Stephens made a motion to pass over the Collier's invoice in the amount of \$1,600.00 for professional services in May 2023., Doug seconded. A discussion was held - we want a more detailed invoice so we know what we are paying for, Beth will request.

### Change Orders

No change orders

### Architect Updates and OPM update

- Ron reported the construction team continues to meet weekly and is down to 2-3 items—Loose ends, no major work.
- The emergency exit door in the Teen Room was leaking again, Chandler (who installed

the storefront system) was invited to review the door and we are waiting for a report.

- There is an Issue with rain water gutters overflowing by book drop, contractor is reviewing gutter seams.
- The incorrectly manufactured doors in the Teen Maker Space and Presentation Area were replaced, but still need some tweaks post-installation; Beth will review this week.
- ToG will have a wheel or ball bearing put on the gate at the bottom of the stairs.
- Ron designed a sign for the Common entrance directing people around to the accessible entrance. The design must be approved by Accessibility and Historic District Commissions; they are reviewing post-revision.

#### **Historic District Commission**

- The review of the accessible entrance sign is on the agenda for their next meeting.
- Doug reached out with a request for a compost bin and for a flagpole (John's recollection is that there were flags at the branches, no one recalls one at the Center Library) . John encouraged submitted applications for both, Beth also wants a rain barrel. If it can't be seen from the street, should not be an issue.

#### **Capital Campaign Update**

- Patio furniture arrived and has been put together and installed.
- Ordered and received concrete games (chess) tables ,working on installation.
- We received outdoor music instruments to be installed in the Children's patio
- Landscaping in front (island) and by the sign is getting some remediation.
- Patio lights for community patio: plan is to use poles in patio planters to string the lights.

#### **Public Comments**

None

#### **Next meetings:**

TBD—Meetings will be scheduled when bills need to be paid.

#### **VIII. Adjournment**

Beth Schreiber made a motion to adjourn at 7:38 pm, John seconded. Motion passed.